

## **Procedure (Instructions)**

*Example*

# **How to Make a Banana Shake**

**You will need:**

- 1/2 glass milk
- 1 banana
- 1 egg
- 2 scoops ice cream
- pitcher (jug)
- bowl
- fork
- glass

## **Method**

- 1 Pour the milk into the pitcher.
- 2 Carefully break the egg into the milk.
- 3 Peel the banana and mash it with a fork in the bowl.
- 4 Add the banana to the milk.
- 5 Add the ice cream.
- 6 Beat the mixture with the fork until it is smooth.
- 7 Pour the mixture into the glass.
- 8 Clean up the mess.
- 9 Drink your banana shake.

## **Features of a Procedure (Instructions)**

### **I Goal (Heading)**

< *Sub-heading*

### **2 Materials (List):**

Items can be listed using bullets:

- 1 egg
- fork

< *Sub-heading*

### **3 Method (Instructions):**

Each instruction starts on a new line and is numbered:

4 Add the banana ...

5 Add the ice cream.

Words can be used instead of numbers:

*First ...*

*Next ...*

*Finally ...*

Commands:

*Pour / Beat / Drink*

(Most sentences start with a verb.)

Exact instructions:

*Carefully break ...*

*Beat ... with the fork*

**Procedure (Instructions)**

Assessment

Name

Date

Topic

**Checklist****Comments**☐*Starts with a goal or purpose  
(as a heading or a statement)*☐*Lists materials needed to complete  
the task*☐*Arranges the method as a series  
of steps (which can be numbered),  
expressed as commands*☐*Exact instructions (uses adverbs  
such as “carefully”)*☐*Could a reader complete the task by  
following the instructions?*☐*Check • Spelling, Vocabulary  
• Punctuation ( . , ? ! “ ” )  
• Capitals*☐*Are sentences in the best order?  
Is anything important left out?*☐*Other comments***Follow up:**

## **Explanation**

*Example*

### **How Bread is Made**

We eat *bread* every day, but how is it made?

First of all, grains such as wheat or rye are grown on farms. The grains are harvested and stored in silos. Later they are taken to a flour mill where the grains are ground into flour.

The flour is then sent to a large bakery. There it is mixed with water, salt, and yeast to form dough.

Next the dough is placed in metal pans. The pans are put into an oven where the temperature is about 350°F (180°C). After it is baked for 45 minutes the bread is taken out of the oven to cool.

Some loaves of bread are sliced in a machine and then wrapped in plastic. A “use by” date is usually attached to the package.

Finally, the bread is sent to a supermarket where it is bought.

## **Features of an Explanation**

< *Heading*

**1 Statement / question to be explained**

**2 Explanation:**  
arranged in a sequence of steps

Time connectives:  
*First / Then / Finally*  
*After it is baked . . .*

Passive voice and timeless present tense:  
*are grown / is sent*

Generalized participants (general nouns):  
*bread / grains / dough*  
*Some loaves*

Exact details:  
*350°F (180°C)*  
*45 minutes*

Technical terms:  
*harvested / silos*

## **Explanation**

Assessment

Name

Date

Topic

### **Checklist**

### **Comments**

☐

*Starts with a statement or question that needs to be explained*

☐

*Arranges explanation in a sequence of steps*

☐

*Uses time connectives:  
First / Then / Finally  
and passive voice, timeless present:  
are grown / is sent*

☐

*Uses generalized participants (talks about “dogs” rather than “my dog”)*

☐

*Uses exact, technical language*

☐

*Check • Spelling, Vocabulary  
• Punctuation ( . , ? ! “ ” )  
• Capitals*

☐

*Are sentences in the best order?  
Cut or connect some sentences?*

☐

*Other comments*

**Follow up:**